

GOVERNMENT OF KIRIBATI
Position Description

Position Title: Senior Community Dev Officer	Division: NGO	
Salary Level: L9-7		
Reports To: Secretary/ Deputy Secretary	Direct Reports: NGO Program Officer and Registration Officer	
Primary Objective: to assist Principal Officer to administer the overall management of the Division including planning, administrative and coordination work, mainly with the implementation of government policies for matters of registration and programing for the development of non-governmental organization; and to ensure that all NGOs are working more collaboratively and partnership with government towards their concerted goals, vision and mission.		
Decision Making Authority	Key Contacts	Frequency and purpose
Without referral to manager Delegating of tasks to Program Officer and Registration Officer Assisting in authorizing leave and official trips for divisional matters Do the Monitoring and Evaluation of NGO programs and registration department. Reporting on NGO matters and programs for further input to Principal Officer Assist Human Resource Management Facilitating and monitoring relations with significant stakeholders, development partners and donors for the development of NGOs in the region.	NGO Program Officer Registration Officer	Every day to delegate, consult and follow up on tasks
After consultation with managers or others Prepare budget for divisional activities Human Resource Development Assisting in preparation of concept / cabinet papers Assisting developing proposals for NGO projects	Principal Officer/ Secretary/ DS HODs	On regular basis or more frequent subject to need arise. The purpose is to seeking advices and sharing ideas and views appropriate for progress.
Referred to manager or others Activities and or responsibilities that have legal, social, financial and political implications	NGO Principal Officer / Deputy Secretary	Whenever required

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Key Accountabilities		
Key result area	Major activities	Performance measures
Administer Registration and Programing department Key officer for ISC Reporting on all of its executive meetings.	To ensure that providing services to NGOs and Religious Bodies registration is efficient Assisting to provide advices in regards to the existing laws – ISA and RBRA after consultation made to AG office	Satisfaction of respective applicants with the service provided Network with the existed and active INGOs and NGOs, and CBOs in the region is developed with great impact Report on annual review on service delivery and consecutive meetings of the Incorporated Societies Committee (ISC)
Technical advice	Advise to Principal Officer on matters related to programs, services and policies of NGO welfare Provide briefing to Principal and or Secretary and other HODs when matters relating to NGOs and Religious Bodies registration and programming Provide advice if extra budgetary provision is needed for relevant programs for NGOs development	accurate advice is provided within two days of request brief is provided on a regular basis and immediately upon request report on the outcome of the programs to ensure the appropriate usage of extra budget requested
Gov't Strategic Partnership Policy with NGOs Program	Assisting to develop GSPP with support of the ISC to integrated plans for the betterment and advancement of community welfare and peace in society. Ensure all concerned communities and religious bodies are provided with effective and efficient services and implementation with the consented programs Develop and encourage coordinating mechanism for all registered and incorporated societies	The agreed GSPP document endorsed by Cabinet Client satisfaction All cases be dealt with within a week of receiving the case and Consented programs are well monitored Minutes of the Incorporated Societies Committee (ISC) consecutive meetings
Management on NGOs and Religious Bodies registration	Ensure NGOs and Religious Bodies registration, programs and activities are facilitated well within	Client satisfaction Monitoring of payment, registration and

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Key result area	Major activities	Performance measures
and programs	the Ministry and sufficient recording and reporting of registration, funding and programs are well managed and coordinated	program process be done on a daily basis Evaluation be conducted on a monthly basis
Administration	Assisting Principal to develop and encourage open dialogue and partnership with national and overseas regional and international NGOs Initiate a review of existing working tools (i.e. policies, GSPP, Strategic Plans, laws) if necessary for enhancing quality and sufficient of services on both sides Ensure activities are implemented within the budget and time frame	Prior success working closely and building relationships with diverse groups of people Working tools have to be always up-to-date and relevant to the current circumstance. Budget and grants are well utilized for the interest of the public
Human Resource Management & Development	Assist to motivate and help the NGO officers in areas of commitment with excellent performance Spirit of team work is strengthen In-house training is initiated for capacity building of staffs within the division	Counsel staff on a regular basis or whenever one's performance and commitment to work is deteriorated. Meeting with NGO officers held once a week Training plan be addressing the skill gap that exists within the division

Key Challenges	Selection Criteria
Delivering a quality service through strong team spirit Alleviating issues encountered by respective NGOs in the community	Qualifications and experience: Bachelor degree in Community Development / Development and Management/ Sociology, Management or Administration with at least 2 years of experience in higher management level or 1 years of working experience within NGO Department, MWYSSA. Possessing sound understanding in religious faiths and principles and working experience with operation of such NGOs is highly desirable. Key attributes: Computer literate with good English and Kiribati communication and

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	writing. Very sociable, committed, professional person who can perform the main duties of the post efficiently and effectively. The incumbent will be able to work closely with registered and incorporated societies and other NGOs in the region and international communities. It also involves travelling locally and overseas.
Approved by: Marianne Namakin	Secretary MWYSSA
	Date of Issue: 13 June 2023